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| Minutes of the meeting of the Riverhead Parish Council held remotely at 19.30 hours on Monday, 20th July 2020. |
| **1. PRESENT:**Mrs Collins (Chairman), Mr Himsworth (Vice Chairman), Mrs Kennett (Vice Chairman), Mr Colnet, Mrs Stewart and Mr SmithApologies for absence: Mrs HooperAlso present: Cllr Bayley SDC, Mrs Penollar (Clerk) and one resident |
| **2. DECLARATIONS OF INTEREST:**None |
| 3. MINUTES:The minutes of the meeting held on Monday, 15th June 2020 had previously been circulated and were approved and signed.  |
| 4. Reports from District/County Councillors* Main issue raised by residents is to do with the Thai takeaway that has set up on private land near Dunton Green and Cllr Bayley is trying to arrange for a litter bin to be put nearby
* Laura Trott MP will be visiting Riverhead and Dunton Green at the end of July
* SDC still dealing with many coronavirus issues
* Sencio Leisure Centre is likely to re-open 3rd August.
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| **5. MATTERS FOR REPORT****a. Action points outstanding since previous meeting*** Poster to seek more volunteers for Parkland working parties

**b. Highways****Street lights*** Nothing to report

**Footpaths and pavements*** With local businesses opening up again, there hasn’t been too much queuing on the pavements. All Councillors were asked to let the Clerk know if they have any concerns about how the pavements are being used whilst the coronavirus pandemic continues.
* Kent Highways have removed a loose stone on the brink of falling at the top of the retaining wall at the Heights on the Church border and is investigating ownership of the wall with the Church as it needs repairing.

**Street furniture** * The Highways sub-committee will progress the fountain refurbishment and see if Mrs Brown is still able to assist with the design.
* The caretaker has offered to continue to water the village planters as it will be quiet over the holiday period when she returns to working at the Village Hall.
* Repairs to the seat and the noticeboard in Alison’s Garden will be carried out shortly. The carpenter can net off the area whilst working to maintain social distancing.

**Traffic and local parking*** Cllr Stewart has requested that member from Kent Police Speedwatch Kent visit Riverhead to help with training new volunteers and visit new sites. It was agreed to carry out Speedwatch on Worships Hill and Cllr Stewart was reminded to amend the risk assessment for Speedwatch activities in line with Coronavirus restrictions sent by email from Speedwatch Kent.
* Laura Trott MP has met with the campaigning Chipstead Lane residents and offered her support to find a resolution to the issues. Nick Chard has also been in direct contact with the residents. Whilst the other Chipstead Lane residents in the Riverhead end are being approached in respect of the latest proposal, there are no requests to the Parish Council to get involved.

**Local business and services*** The phone box has been decorated with photos of the business owners in front of their shops to promote Riverhead re-opening

**c. Village Hall*** The following weekly and monthly checks were carried out:

Hall emergency lighting The warning beeper on the fire alarm system was tested and found to sound.The alarm in the disabled toilet was functioning.First aid box was checked.The fire exit is clear.The defibrillator battery was “OK” and heated box is in working order.A visual inspection of all fire extinguishers has also been carried out this month.* After the Village Hall break-in over the weekend of 19th June, it has been identified that about £5 in small change and an empty back pack were stolen from 2 hirers and possibly a bottle of wine may have been stolen from the office. The Clerk is processing an insurance claim for the damage caused and believes the excess is £250.00.
* Kent Police have reported in respect of the break in, that there is ‘currently no further lines of enquiry and the investigation is pending id of suspects and positive idents for CSI process. Should identity come to light, the report will be re-opened for review’.
* Regular hirers have been sent a questionnaire about their proposed re-start and are required to carry out risk assessments for re-starting in the ongoing pandemic in accordance with government guidance. They have also been provided with extra terms and conditions to attach to their existing agreements drawn up from advice provided by ACRE.
* Most hirers have not been permitted to re-start until after their usual end of term dates, but have reported that they intend to restart in September. The regular Sunday evening hirer have unfortunately decided to hand in their notice for the time being.
* Ibstock Enovert Trust has indicated that it would support a grant application for solar panels on the Village Hall roof. It was agreed that this would be a good investment and Cllr Himsworth offered to start getting quotes for further consideration.
* Redecoration of the office will start next week as the Pre-school has finished. The Coronavirus risk assessment is being updated to prepare for both the Clerk and Caretaker to return to work at the Village Hall.

**d. Parkland*** Parkland working parties will restart on Wednesday 12th August and the Parkland sub-committee will update the Coronavirus risk assessment to identify the appropriate precautions needed whilst the pandemic continues.
* The second grant application for the biodiversity project has been unsuccessful, with feedback that after £96,000 grants for Parkland projects in the last 10 years, Ibstock Enovert is not likely to prioritise the Parkland projects whilst so many other applications are being received.
* The minutes of the recent Parkland meeting were distributed by email before the meeting.
* The Parkland sub-committee were reminded £660.00 of the Parkland tree surgery budget is earmarked for tree surgery on allotments after a switch of funds at the end of the previous accounting year.

**e. Allotments & Open Spaces*** The damaged fence on the border with Macartney Allotments and Rivercourt was actually put up by Rivercourt albeit on the Parish Council land. There is no requirement in the deeds for the Parish Council to install a boundary fence, whilst there is some sort of provision in the Rivercourt deeds. All other properties along the same borders have their own fences. The Clerk has therefore referred the damaged fence back to the Rivercourt management agent to investigate especially as it is garden waste dumped by its gardener and residents cars that have caused the most damage to the fence.
* Unattended plots are diplomatically being followed up on the Macartney site given there is a waiting list and Cllr Collins will contact those on the waiting list to allocate the small vacant plot.
* A land registry compliant plan has been prepared and agreed for the purposes of the new lease with the Scout group and the Clerk is awaiting an update from DMB Law in respect of the amended lease.

**f. Communications*** No breaches in GDPR were identified during the month.
* A Marlborough Crescent resident has successfully set up the new Council website, although still under construction, as riverheadparishcouncil.org.uk. All Councillors were requested to review it and report any inaccuracies, broken links, links that refer back to the other website that are found.
* The Communication sub-committee are investigating how to audit this new website for accessibility issues. HugoFox also have some more work to do on the underlying template.
* The accessibility statement is being reviewed by the Communications sub-committee and will have to be in place before 31 August when the new website will be advertised as the Parish Council’s website.
* A risk assessment for Communications is well underway and all Councillors were reminded that all risk assessments need reviewing and updating.
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| **6. MATTERS TO BE CONSIDERED BY THE COUNCIL**1. To consider a donation which will bring direct benefit to Riverhead and its inhabitants to the Lockdown Larder project from the remaining £275.00 s137 budget *LGA 1972 s137*
* The benefits to Riverhead residents by the supply of a basic food basket to the value of £25 of fresh & packaged produce, including meat, fish, fruit & vegetables, to help the household out, until they are able to get back to work and get back on their feet again from the Lockdown Larder community group was discussed. So far at least one Riverhead resident had been helped directly and it was agreed that more residents are likely to need help as redundancies increase.

**It was resolved unanimously to donate £275.00 to Lockdown Larder.**1. To consider the appointment of Olhson Gardening to carry out the following project work at the cost of £3,641.80:
2. Hedge laying at the St Mary’s Drive entrance £450
3. New grasscreting at a footpath by the pond £1,349.80
4. Chestnut paling fencing on the Parkland border with St Mary’s Drive residents properties £1,218.40
5. 20 bird boxes £623.60
* The Parkland sub-committee minutes previously distributed were discussed and it was agreed with the recommendations to go ahead with the 1st 3 items previously notified to be fully funded from the Parkland budget. Other forms of fundraising were discussed and it was agreed to investigate these ideas further to capitalise on goodwill of residents after the big increase in use of Riverhead Parkland during the coronavirus lockdown. Other parts on the biodiversity project will be considered if the fundraising is successful. It was agreed that the 10% grant contribution budget should be used in the Parkland given it has proved such a valuable asset to residents recently rather than saved for other potential grant applications.

**It was moved to appoint Olhson Gardening to provide hedge laying, new grasscrete and chestnut paling fencing at the cost of £3,018.20.*** The Clerk was instructed to inform Olhson gardening after setting a start date with Cllr Himsworth.
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| **7. FINANCE****a. Review and approve invoices for payment*** The list of payments totalling £3,997.63 due for payment or already paid this month was reviewed. Those already settled by direct debit or because they were payable before the date of the meeting were noted. Contractors who billed more than £500 include Sevenoaks District Council for the quarterly cost £510.90 of emptying dog bins and Parkland bins and to Green Oak Services £630 for mowing the Parkland grass. Cllrs Collins and Kennett confirmed they reviewed the underlying invoices

**All invoices were approved for payment by show of hands.*** It was agreed that invoices that fall due before the next Council meeting on 21st September are approved for payment by 2 councillors out of the Chairman and Vice-chairmen. It was anticipated that such invoices would include those from the decorator for the office, contractor carrying out lawn treatment next week and a contractor repairing damage caused by the Village Hall break-in as well as the usual monthly bills.

**b. Matters to report*** With the Pre-school restarting, there is finally some hall income received of £484.00.
* The quarterly Finance report was distributed last week with the agenda and there were no further questions for the Finance Committee.
* The report summarising any suppliers paid more than £500 in a quarter had also been distributed and will be published to the website shortly.
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| **8. PLANNING COMMITTEE REPORT*** Planning applications reviewed in the month were:

20/01566/HOUSE - 66b London Road, Riverhead TN13 2DRRemoval of existing hedge. Construction of new retaining wall and acoustic fence. Formation of new gated pedestrian access and steps. Comment: Objection20/01687/HOUSE - 38 Marlborough Crescent, Riverhead TN13 2HJSingle storey side extension with rooflights in pitch roof, demolition of existing lean too conservatory and replace with single storey pitched roof extension Comments:Support20/01593/HOUSE - 35 The Floats Riverhead KENT TN13 2QTDemolition of existing conservatory. Erection of a single storey extension. Comment: Support* Planning permission was granted for 36 Lyndhurst Drive, 42 Uplands Way and 32 Aisher Way
* Permission to remove a cedar tree with a TPO on Uplands Way has been granted and the site is not deemed appropriate to plant a replacement tree due to the neighbouring property.
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| **9. CORRESPONDENCE*** General correspondence has been distributed by email this month.
* Individuals have been invited to participate in a public consultation on the proposed Chevening Estate Parkland Improvement Scheme. Cllr Kennett has responded on behalf of the Council.
* Cllr Collins has completed a loneliness survey for Adult Social care, KCC.
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| **10. CLERK’S OFFICE*** Mrs Brown has stepped down as a Councillor and the vacancy has been advertised for Sevenoaks District Council, but with no success. Riverhead Parish Council now has to co-opt 2 councillors and it was noted that Lakeside Place is one area that is under-represented on the Council.
* There have been no further requests for help under Care for our Community this month.
* Cllr Stewart is in communication with The Bullfinch who will let her know when it is safe for the Senior Coffee mornings to re-start.
* The phonebox will be decorated to advertise the Parkland working parties.
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The meeting closed at 8.39 pm